

University of Applied Sciences



**VAN HALL
LARENSTEIN**

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ENTER YOUR WORLD

Studielink and how it works

How to enrol for a study programme
at Van Hall Larenstein?

You've decided what you want to study – or almost. You've researched the programmes on offer, and are now considering one at Van Hall Larenstein University of Applied Sciences. We're delighted to hear this. Welcome to VHL! We hope your time as a student will be both instructive and enjoyable.

But first you've got to enrol. The process is slightly complicated, and this information is intended to help you with it. If you need further help, you can also contact our Education Office. In Leeuwarden that's +31 (0) 58 284 64 51, in Velp it's +31 (0) 26 369 58 58, and in Wageningen it's +31 (0) 317 48 62 30. Or you can reach us by e-mail at enrol@vanhall-larenstein.com.



All students who want to study at a University of Applied Sciences in the Netherlands have to enrol using a program called "Studielink", a new national enrolment system for higher education. Subsequent changes of address can be registered by the same system. The application procedure is also available in English.



Studielink: get the advantages of enrolling early!

What does it mean if I enrol for a study programme?

Applying for enrolment doesn't commit you to actually taking it – you can still change your mind. Neither does applying for enrolment mean that you'll automatically be accepted for the programme of your choice. Not everyone is eligible to study at Van Hall Larenstein University of Applied Sciences. First, your previous education has to be reviewed by the admissions committee, who will decide whether or not you're eligible.

As Van Hall Larenstein has no shortage of places, they're not allocated by a lottery system as they are at some other universities. If your previous education meets the admission requirements, you're always eligible. All those admitted to Van Hall Larenstein can start on a programme.

You should enrol as soon as you're certain – or almost certain – about which programme you want to take. This will speed up all sorts of administrative processes. As well as making it easier for us to stay in contact with you, it will ensure you're included in all our activities, such as the introductory days for new and prospective students. These days are held in Augusts, and will help to get you acquainted with the teaching staff and your fellow students even before you start studying.

If you decide to take another programme, or if you unexpectedly fail your qualifying examination, you can easily cancel your enrolment without further consequences. Once again, you use Studiелink for this. Cancellations can be made until 1 September – in other words, you can apply for enrolment before you know whether or not you've passed your exams.



Which data do you need for your enrolment application?

- Your telephone number
- Your e-mail address
- Your examination certificates (if you've haven't received them yet, you can still start the application process)
- Your list of marks (if you already have it)

Check personal details and previous education

- Studiелink will ask you to fill in your personal details. Please state them exactly as they're stated in your passport.
- Studiелink will send you a message by e-mail, saying that it cannot check your personal details. For international students, it's impossible to do this. Don't let this confuse you! Just carry on with your request for enrolment, and answer the online questions.
- You'll be asked for an "O&W" correspondence number. International students don't have to fill in this number, as it will be done automatically. Just carry on answering the questions.
- It's also impossible for Studiелink to check your previous education. Don't be confused by this either! Just carry on with your request for enrolment, and answer the questions.
- You'll receive a letter from Van Hall Larenstein asking you to send a copy of your passport. The letter will also include information about paying tuition fees, and will ask you to send a copy of any examination certificates you have so far.



Do you need any help?

E-mail us at enrol@vanhall-larenstein.com



Please note:

- Before answering one of Studiелink's questions, read the explanation at the right hand side of the screen.
- Be especially careful to fill in your personal details correctly. These must be exactly the same as those given in your passport or on your ID card. Make sure you include all parts of your surname, including prefixes such as 'abu', 'ben', 'de', 'della', 'ibn', 'van' or 'von'.
- Also read the "i". Useful explanations are given there.
- You will repeatedly be asked to confirm your data and to click 'Continue to the next step'. If the program won't let you go any further, it's probably because you have forgotten to do this.
- Carefully note your user name and password.
- You will receive a number of e-mails from Studiелink about your application process. You can read these again on your personal Studiелink page. When you've got a bit further with your application process, the navigation screen on the left will show 'My enrolments, My details, My messages'. This will show you how far you have got with your application process.



Enrolling in 8 Steps:

Step 1. You're going to study at Van Hall Larenstein. Officially, this consists of two institutions: the Van Hall Instituut (in Leeuwarden) and the Internationale Agrarische Hogeschool Larenstein (in Velp and Wageningen). Your formal application for enrolment in a study programme can be made to only one of these institutions. For courses in Leeuwarden, you have to enrol at www.vhall.studielink.nl; for courses in Velp and Wageningen, you have to enrol at www.larenstein.studielink.nl. These links take you to the relevant Studielink log-in site. To change the language to English, click on the flag icon.

Step 2. If this is the first time you have been to Studielink, you will not yet have an account. In this case, choose the option 'apply for user name and password'. Don't forget your user name! Your password will be sent to you immediately by e-mail. But note that spam filters may reject Studielink's e-mail containing your password. If the message doesn't arrive, check whether it has gone into your spam in-box. Once the e-mail arrives, you can start your application by clicking on the log-in button.

Step 3. Choose the log-in option, and fill in your user name and password. You should then start to fill in the personal details as requested. Follow the steps stated on screen. Fill in your personal details exactly as they are given in your passport. At a certain point, Studielink will ask you to fill in your "O&W" correspondence number. As an international student, you don't have one, so you do not have to fill anything in at this point. Simply carry on answering the questions.

Step 4. Look at the navigation screen on the left, which enables you to refer back to all the personal details you have entered ('My enrolments, My details, My messages').

Step 5. To enrol in a study programme, select the option 'New enrolment application'. Answer the questions according to the instructions given on the various screens. For example, you can enter your choice of course here, together with details of any examination certificates you have or are still awaiting. If you want to enrol for a Final Phase Bachelor, you have to enrol in the third year of the study programme.

Please note:

- If you want to start studying in September 2010, select academic year 01-09-2010 to 31-08-2011.
- Where it says 'Type of institution', select 'University of Applied Sciences'.
- Where it says 'Course category', select 'Bachelor's or other non-Master's programmes'.
- Where it says 'Name of institute', select either 'Van Hall Instituut' (for courses given in Leeuwarden), or 'Int. Agr. Hs. Larenstein' for the programmes located in Velp and Wageningen.
- If you have gained your propedeuse (the diploma awarded for successfully completing the first year of a Bachelor's degree course) at another University or University of Applied Sciences, you may be able to enrol in our second year. In such cases, please contact the Education Office.

Step 6. At the end, check all the information you have filled in, and submit your enrolment application to Studielink. It will still be possible to change all the information except your name, date of birth and place of birth. The fact that you have submitted an application doesn't mean that you have actually enrolled. To check your status for an overview of what still has to take place – such as receiving your examination certificate or diploma – click 'my application' in the navigation screen on the left.

Step 7. From this stage onwards, you can use your personal page in Studielink to check the status of your enrolment application. Studielink will keep you informed about the progress of your application. It will also send you all your Studielink messages. As your enrolment application proceeds, you will also receive e-mails and post from Van Hall Larenstein.

Step 8. Within a week, we will send you a letter asking for a copy of your passport and, where applicable, a copy of your qualifying examination certificates or diplomas. In addition, we will provide information on the payment of tuition fees.

On behalf of all our staff, we wish you very pleasant and instructive years of study at Van Hall Larenstein.

The Education-Office

